Update Instructions for District Access Information

*view the current assignments on your DAI page before requesting changes:
https://eis.ade.arkansas.gov/dai/

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Active Directory Account Manager ADD

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) Active Directory Account Manager ADD 1234bsmith	Monitor your DAI page Description area to see the number allowed for this position. In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

Active Directory Account Manager REMOVE

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) Active Directory Account Manager REMOVE 1234bsmith	Monitor your DAI page Description area to see the number allowed for this position. In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

Triand Account Owner

Instructions	Note
Your Superintendent will need to send modification requests to Triand Support.	Please reach out to triand@ade.arkansas.gov for assistance.

Child Nutrition District Approver

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) Child Nutrition District Approver ADD 1234bsmith	This will automatically remove the account currently assigned this position. In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

Child Nutrition Group Manager

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) Child Nutrition Group Manager ADD 1234bsmith	This will automatically remove the account currently assigned this position. Being the group manager does NOT give a user access to the Child Nutrition application – it gives the user the ability to assign who has access, including their own account. In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

Direct Certification User ADD

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) Direct Certification User ADD 1234bsmith	Monitor your DAI page Description area to see the number allowed for this position. In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

Direct Certification User REMOVE

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) Direct Certification User REMOVE 1234bsmith	Monitor your DAI page Description area to see the number allowed for this position. In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

SIS Cycle Coordinator ADD

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) SIS Cycle Coordinator ADD 1234bsmith	Monitor your DAI page Description area to see the number allowed for this position As noted in the Description area, if a user is already "SIS Cycle Coordinator" the account cannot be added as "SIS Financial Application User". In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

SIS Cycle Coordinator REMOVE

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) SIS Cycle Coordinator REMOVE 1234bsmith	Monitor your DAI page Description area to see the number allowed for this position As noted in the Description area, if a user is already "SIS Cycle Coordinator" the account cannot be added as "SIS Financial Application User". In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

SIS Financial Application User ADD

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) SIS Financial Application User ADD 1234bsmith	Monitor your DAI page Description area to see the number allowed for this position As noted in the Description area, if a user is already "SIS Cycle Coordinator" the account cannot be added as "SIS Financial Application User". In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.

SIS Financial Application User REMOVE

Instructions	Note
Send an email in the following format: To: bobby.downum@ade.arkansas.gov CC: (copy your superintendent's email address) Subject: Assignment Change Body: (only two lines) SIS Financial Application User REMOVE 1234bsmith	Monitor your DAI page Description area to see the number allowed for this position As noted in the Description area, if a user is already "SIS Cycle Coordinator" the account cannot be added as "SIS Financial Application User". In the body of the message, have ONLY two lines. A fake ID is used in the example - use the correct ID for the user.